

State of Hawaii
Department of Human Services
Office of Youth Services

Addendum 1

December 24, 2013

To

Request for Proposals

RFP No. HMS 501-14-01

**RFP Title: Community-Based Services
For Youth At-Risk**

Date Issued: December 24, 2013

December 24, 2013

ADDENDUM NO. 1

To

REQUEST FOR PROPOSALS

RFP Title: COMMUNITY-BASED SERVICES FOR YOUTH AT-RISK

RFP No. HMS 501-14-01

The Department of Human Services, Office of Youth Services is issuing this addendum to RFP No. HMS 501-14-01, "Community-Based Services For Youth At-Risk" for the purposes of:

- ☒ Responding to questions that arose at the orientation meeting of December 13, 2013 and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- ☒ Amending the RFP.
- ☐ Final Revised Proposals

The proposal submittal deadline:

- ☐ is amended to <new date>.
- ☒ is not amended.
- ☐ for Final Revised Proposals is <new date>.

Attached is (are):

- ☒ A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- ☒ Amendments to the RFP.
- ☐ Details of the request for final revised proposals.

If you have any questions, contact:

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RFP HMS 501-14-01

“Community-Based Services For Youth At-Risk”

QUESTIONS AND ANSWERS

The following are responses to the written questions submitted either at the RFP Orientation Session or received in writing by December 18, 2013, as specified in Section 1 of the RFP.

Q1. When and where is Scott Morishige from PHOCUS giving RFP technical training?

A. The schedule for the RFP technical assistance sessions provided by Scott Morishige is presented below. Potential applicants may also meet with Scott following the sessions for individual technical assistance.

Register for the sessions by phone: 808- 521-7462 or email:
admin@phocused-hawaii.org

For locations of outer islands' sessions, please call Scott Morishige at 808-521-7462 before the scheduled dates of the sessions.

FRIDAY, December. 27, 2013 - OAHU, 1:00 p.m. - 3:30 p.m.
Child & Family Service Conference Room, Vineyard Office
(200 N.Vineyard Blvd., Bldg. B)

MONDAY, December. 30, 2013 - OAHU, 1:00 p.m. - 3:30 p.m.
Child & Family Service Conference Room, Vineyard Office
(200 N. Vineyard Blvd., Bldg. B)

FRIDAY, January 3, 2014 - KAUAI, 9:00 a.m. - 10:30 a.m.
SITE TO BE DETERMINED

MONDAY, January 6, 2014 - MAUI, 9:00 a.m. - 10:30 a.m.
SITE TO BE DETERMINED

FRIDAY, January 10, 2014 - MOLOKAI, 9:00 a.m. - 10:30 a.m.
SITE TO BE DETERMINED

MONDAY, January 13, 2014 - HILO, 9:00 a.m. - 10:30 a.m.
SITE TO BE DETERMINED

TUESDAY, January 14, 2014 - KONA, 9:00 a.m. - 10:30 a.m.

SITE TO BE DETERMINED

FRIDAY, January 17, 2014 - LANAI, 10:00 a.m. - 11:30 a.m.
SITE TO BE DETERMINED

- Q2. There are four parts in this RFP, Life skills, Project-based cultural program, etc. Do we have to apply for all four parts?
- A. **Applicants may submit proposals for one or more service areas.**
- Q3. If proposing the same service on two different islands, are two proposals required?
- A. **Applicants must submit a separate proposal for each island for the same service. However, the Parent Partnership service requires a single proposal for statewide coverage.**
- Q4. Can we propose a program that simultaneously addresses multiple service areas? For example, youth skills development and culture-based programs.
- A. **One proposal should be submitted for each service area. If the applicant proposes activities that could address more than one service area, the applicant should decide if proposals will be submitted for one or more service areas.**
- Q5. Can an organization submit two proposals for two different populations in two different programs?
- A. **Multiple proposals for the same service area are not allowed, unless the proposal is for a different geographic area. The applicant shall decide which target group to address for each service area. See also question #3.**
- Q6. It is possible to serve identified youth with two different types of programs within our organization? Or would this require two separate proposals? The mentoring service is the same in each program, but we conduct both school and community programs in different ways to reach the identified population?
- A. **One proposal could be submitted for mentoring services as long as it is for the same geographical area. See also question #5.**
- Q7. Do we have to submit different proposals for each island, even if the only difference in program services is the amount of children served? If so, do we need entirely separate packets (attachments, etc) or do we simply write a statewide narrative and include separate budget forms?

- A. A separate proposal is required for each service area on different islands, including all required budget forms.**
- Q8. If an applicant is proposing a similar program for multiple island locations, can we submit a separate proposal for each island's specific geographic region?
- A. The applicant may submit separate proposals for multiple geographic areas for one island or the applicant may submit a single proposal for multiple geographic areas for one island. If the applicant proposes services for different islands, a separate proposal must be submitted for each island.**
- Q9. Are amounts listed the maximum we can apply for, e.g., in Life Skills section, can we apply for more than \$100,000? Can an agency ask for \$100,000 each for multiple sites or would the funding be divided by the sites?
- A. An applicant may submit a budget for any amount to provide a responsive proposal. The range of awards indicated in the RFP for Life Skills is projected to be in the range of \$30,000 to \$100,000. If an applicant submits a single proposal application for multiple geographic areas for an island, the OYS may make awards based on variables including, but not limited to, the identified needs of the communities, targeted youth to be served, number of responsive proposals, and the best configuration of services statewide.**
- Q10. The awards range in the life skill sections of the RFP is \$30,000-\$100,000 per award, should vendors consider this range for each area or would this be the range for total areas applied for? For example, if the vendor puts in proposals for all islands or geographic areas, is the range \$30,000 -\$100,000 per island, or for all islands combined?
- A. The range of awards may exceed \$100,000 for a single proposal for multiple geographic areas. See also question #9.**
- Q11. If multiple programs elect to submit a single, collaborative proposal that integrates services, does the award limit of \$100,000 still apply?
- B. An applicant may submit a budget for any amount to provide a responsive proposal. The range of awards may exceed \$100,000 for a single proposal for multiple geographic areas. See also question #9.**
- Q12. If an applicant is applying for the Life Skills Development focus, is an applicant responsible for providing all activity types noted on page 2A12-13 (section 2d2 (a-f))? Can additional activity types be proposed, such as educational development and vocational/career development services?

- A. All of the activity types described are not required to be provided by an applicant. The applicant may propose any activity types (listed or not) that are responsive to the description of the goals of the service for Life Skills Development.**

Q13. Can we submit a restorative justice proposal service under Life Skills?

- A. Applicants may propose any activity types (listed or not) that are responsive to the description of the goals of the service for Life Skills Development. See question #12.**

Q14. What is source of funds for this RFP, are federal funds a part of the funding source?

- A. The source of funding may include state general funds and federal funds.**

Q15. There are no limits to the type of funding, correct? Funding can cover general operating expenses, salaries, etc., assuming that they comply with the grant requirements and are related to performing the identified program/service?

- A. Applicants should consult the Cost Principles, HRS Chapter 103F, Purchases of Health and Human Services, (Section 1, Administrative Overview, II. Website Reference, page 1-2) regarding information and guidelines for determining which types of expenditures are allowable for funding from state and federal funds. See also question # 14.**

Q16. Under "Assessment of Need and Readiness" -- in making our community assessment, can we draw from assessments made in the past by other resources (such as State of Hawai'i School Health Survey, UH Center on the Family, Focus Maui Nui, etc.)?

- A. Information and data from various sources, including the above mentioned resources, may be utilized in an assessment of a community's needs and readiness for the proposed services.**

Q17. One grant requirement states that we must base program activities on an assessment of objective data – what kind of assessment? What is the extent of the risk and protective factors that we need to research and document?

- A. Applicants should include an assessment of the needs and issues of youth in the community, and the community's readiness for the proposed services to address these issues. The assessment should include a summary of pertinent risk and protective factors affecting the target group, which may include the following four domains:**

individual; family; school and peers; and neighborhood/community.
See also question #16.

Q18. Will preference be given to programs that include multiple disciplines in the RFP? For example life skills development and project-based cultural programs as opposed to life skills development on its own?

A. Preference will not be given to applicants that propose multiple service areas. Each proposal will be evaluated based on its own merits and how responsive it is to the specific service area.

Q19. How heavily will an evaluation weigh the overall cost of a project – if the project is excellent in all areas but costs \$100,000 vs. a nearly good project that costs \$50,000? along 80% - 100%.

A. Each proposal will be evaluated based on its own merits and how responsive it is to the specific service area. The cost of each proposal is one of several factors considered in determining the best configuration of services for youth and the community.

Q20. How do you plan to award funds across the neighbor islands to ensure the equitable distribution of funds?

A. The OYS plans to provide statewide coverage of the proposed procurement of services in the RFP based on the identified community assessment's needs and readiness, target population, strength of proposals, cost of proposal, and the best configuration of services for youth and the community.

Q21. How much OYS funding is currently provided to support services on Kauai?

A. In the current state fiscal year 2014, the OYS has contracts totaling approximately \$649,000 with various providers for services on Kauai, including positive youth development, outreach and advocacy, truancy, intensive monitoring, and residential programming.

Q22. In fiscal years 2012 and 2013, how many at risk youth have been served by how many different programs?

A. In state fiscal years 2012 and 2013, approximately 4,300 to 4,900 youth per year were served by OYS contracts with various private and public agencies through services that included positive youth development, outreach and advocacy, truancy, intensive monitoring, day treatment and residential programming.

- Q23. When referring to cultural-based programs, are you only referring to the native host culture, specifically Native Hawaiian culture? Will you offer a workshop on Na Honua Maui Ola (by Native Hawaiian Education Council)?
- A. **Applicants may include any culture in their proposals. Workshops and quarterly gatherings to address implementation of culturally responsive learning environments will be coordinated by OYS during the contract period following the award of funds.**
- Q24. Under "Experience" - we indeed have more than 3 years experience in running a youth program related to the activities we're proposing in our grant proposal to OYS, however, does the program we're proposing need to be "new" for us in 2014-15? Or can it be a "continuation" or "expansion" of our existing program(s)?
- A. **There is no requirement regarding "new" activities and services that applicants include in proposals for the RFP.**
- Q25. Is the Performance Plan, OYS Form 4-1, included in Section 5 the exact document we need to complete and submit with the proposal? If so, are we supposed to re-create this form and complete? Or fill in by hand? Or is the task to determine our own performance plan to submit? I see there is an additional section of materials on outcomes framework, but I don't see more information about how to complete Attachment C. Do you have more direction? The proposal application checklist lists this document as only available in Section 5 of the RFP, but when you download Section 5 from the website it doesn't allow you to add information to the performance plan directly.
- A. **The Performance Plan, OYS Form 4-1 (Attachment C) in Section 5, Attachments, shall be submitted as part of the applicant's proposal. The performance plan should include projections of the numbers of participants to be served; the target behaviors, attitudes, and/or skills of the participants to be addressed; and the measures or indicators that will be utilized to track the progress of the participants. Section 5, Attachment D, A Crash Course on the Outcomes Framework, provides additional information on establishing outcomes, performance targets and milestones. The Performance Plan document is not in a fillable form, therefore, applicants may select to complete the form through their own format.**
- Q26. In Section 5, Attachment B, Sample Table of Contents, VII. D, lists "Performance and Output measurement Tables A, B, and C, and then lists Program Specific Requirements in letter E. What is the difference between these two? The proposal application checklist lists "Performance Plan" as the only item under "Program specific requirements." Can you clarify what is needed in the proposal for the program specific requirement section?

- A. Attachment B, Sample Table of Contents, is only a sample that is meant as a guide for the applicant. "Performance and Output measurement Tables, Table A, B, and C" (under D), and Program Specific Requirements (under E) are listed as examples, but are not required by the RFP, but the applicant may include any additional attachment and list it appropriately under VII. Attachments. Only the Performance Plan, Form 4-1, is required as indicated on Attachment A, Proposal Application Checklist.**

Q27. How do programs receive "high risk" clients? Our current contract has "matchers" that assign and place youth into our Emergency Shelters throughout the island. Is this how placement (and/or referrals) is conducted with these high risk youth in OYS? Can we seek out our own high risk youth within our community that qualify as our target population?

- A. Referrals to services and programs may occur in different ways, including referrals by both public (OYS/HYCF, Judiciary, Department of Education, etc.) and private agencies and service providers that are involved with youth and families. Applicants should assess a community's readiness to making referrals, and include outreach activities that could inform and educate the community about the applicant's proposed service activities. See also questions # 16 and #17.**

Q28. Can they tell us any demographic information about how many kids may be eligible in each area? What is the eligibility criteria?

- A. Applicants may refer to community resources for demographic information, including reports that may be accessed through the State of Hawaii, Department of Attorney General, Crime Prevention and Justice Assistance Division, at the following website: <http://ag.hawaii.gov/cpja/jjis/jjis-research-reports>. See also question # 16.**

Q29. If our program serves a select age range within the target population identified in the RFP, is this ok? What about if our programs serve one or two of the identified target populations, but not all?

- A. Applicants may propose to serve an age range, and one or more of the specified descriptions of the target population. The target population should include youth who are involved, or at high risk for involvement, with the juvenile justice system.**

Q30. What about youth under 10 years old?

- A. Applicants must propose to serve youth between the ages 10 to 21 years old for the target population described in the RFP. However, this does not preclude the applicant from serving other youth below this age range as part of their overall services.**

Q31. Regarding proposed # of youth served – do we include all kids we plan to serve? Or only those who are or are at high-risk for involvement with juvenile justice system?

- A. Applicants may include projections for all the youth that are served by the proposed service, including youth that do not meet the description of the target group in the RFP. However, for purposes of the RFP, applicants are required to include the target population youth who are involved, or at high risk for involvement, with the juvenile justice system.**

Q32. At the RFP orientation, I did not understand your sample or example with 200 youth in program, did you mean you want to see that 10 very at-risk youth are “exposed/integrated with 190 low-risk/regular teens?” Few of us are serving low-risk teens, so did you mean 190 at-risk teens are in our program, and you want to see how we integrate them with 10 “average/low risk teens”?

- A. The sample or example was made in reference to the description of the target population to be served in Section 2 of the RFP that cited research that revealed that grouping at-risk youth together with other at-risk youth who are experiencing similar problems/deviant behaviors may make outcomes worse. Based on this finding, OYS recommends, whenever possible, that programs attempt to integrate the target population of youth who are involved, or at high risk for involvement, with the juvenile justice system, with other youth who are functioning at a level that are considered “healthy” and “non-deviant”. Additionally, for applicants who serve youth that are exposed to a continuum of risk factors (from low to high), establishing the performance targets projections should include those youth that meet the criteria for the target group definition for youth who are involved, or at high risk for involvement, with the juvenile justice system. See also question # 31.**

Q33. The sample shows outcomes measured every quarter, but our program measures impact at the end of 1-year. Is taking quarterly measurements a requirement?

- A. Yes. Quarterly reports will be required to be submitted by contracted providers to help document and assess the program’s effectiveness.**

Q34. Does payment need to be tied specifically to milestone achievements, if so should it be tied to individual milestone achievements (example, an individual

graduates), milestone achievements of the program (example 80% of participants graduate), or a combination thereof (example, 80% meet milestone A for initial payment and each individual who meets milestone B is a payment)?

- A. Payment is not based on the achievement of milestones. Payment will be based on a cost reimbursement method for all of the four service areas listed in Section 2 of the RFP.**

However, for the Life Skills Development, Project-Based Cultural Programs, and Truancy Prevention and In-School Suspension service areas, payment may be reduced by up to 5% of the total contract amount if the contracted provider does not meet at least 80% of agreed upon numbers of youth at-risk to be served, regardless of whether milestones were achieved.

Q35. Can milestones be set for each individual or does there need to be a standard set of milestones that apply to all participants in the program?

- A. Applicants should propose establishing milestones for all participants that fall under a specific performance target for a proposed service. Refer to Attachment D, A Crash Course on the Outcomes Framework, for additional information on milestones.**

Q36. Will adjustments to the contract amount be decreased (or reviewed) each quarter or at the end of the contract?

- A. Any adjustment for payment for the final contract amount may occur at the end of each contract fiscal year. See also question # 34.**

Q37. Who will be reviewing and selecting the requests? A Committee?

- A. The evaluation of all proposals submitted by applicants will be undertaken by a committee of designated reviewers composed of state employees from the OYS, and/or state departments that are knowledgeable about the proposed services listed in the RFP.**

Q38. Must we submit a tax clearance upon application or contract only?

- A. Applicants are required to submit a valid tax clearance as part of the applicant's proposal and as a prerequisite to entering into contracts of at least \$25,000 or more. A valid "Certificate of Vendor Compliance" issued through the Hawaii Compliance Express meets the tax clearance requirement.**

Q39. If we have registered with Hawaii Compliance Express and have a "Certificate of Vendor Compliance" do we still need a tax clearance? Or does having this certificate negate the need for the additional tax clearance?

A. A valid "Certificate of Vendor Compliance" issued through the Hawaii Compliance Express meets the tax clearance requirement.

Q40. Must an insurance certificate listing the state be complete for the application or just upon contract?

A. An insurance certificate is not required as part of the proposal application. Contractors are required to maintain insurance throughout the contract.

Q41. Regarding Section 1, page 1-6, D, do we still need that green stamp for tax certification or is it unnecessary by having Hawaii Compliance Express issue a "Certificate of Vendor Compliance" referenced on the same page 1-6? I was under the assumption that they do not give those green stamps anymore due to Hawaii Compliance Express.

A. A valid "Certificate of Vendor Compliance" issued through the Hawaii Compliance Express meets the tax clearance requirement.

Q42. Regarding criminal history checks, will OYS accept verifications by the FBI completed within the last 3 years or does it have to be more current? Is the OYS working on a system for contracted agencies to get FBI criminal history checks for employers or is there a procedure in place for youth workers?

A. Current providers with contracts or sub-contracts with OYS require FBI criminal history checks of employees and volunteers at the beginning of a contract period, and OYS is presently reviewing the length of the period that would be considered valid for FBI criminal history checks. OYS presently does not contract for FBI criminal history checks with a contractor, therefore, providers may obtain FBI criminal history checks through the FBI and/or private contractors (channeler) approved by the FBI. Successful applicants that are awarded funds for contracts with OYS will be notified of the latest OYS procedures to obtain FBI criminal history checks.

Q43. Since this RFP does not include "residential services", are all these program proposals for "outpatient" services", where target population within geographical area meet for curriculum and then return home daily?

A. The target population for proposed services may include youth in foster care and group homes listed in Section 2, Service Specifications, I., D., Description of the target population to be served.

Q44. Can we offer the services requested by this RFP, with the ADDED benefit of providing housing and 24 hour surveillance to those youth in need? (or will that fall under “residential” services). Our proposal is for a hybrid of an Independent Living Program & Shelter.

A. Applicants may include services in their proposals that address a target group that include youth in residential services. See also question # 43.

Q45. Does “residential” cover both small group homes and foster homes? And will residential be by bed day (unit) again rather than cost reimbursement?

A. Residential services are not being procured in the RFP. See also questions # 43 and #44.

Q46. Are the youth allowed to make money from the program/projects? For example, mentorship projects where they build things, or farming where they can sell the produce etc. And if so, are there any special terms or conditions?

A. Income produced as a result of service activities may be subject to laws and regulations that will need to be further reviewed by the State Ethics Commission and Attorney General. Project specific information such as where the projects occur, ownership of the land and equipment utilized to create income-producing products, quality control measures, etc., may need to be furnished before an adequate response can be rendered.

Q47. Are these services currently being provided in Hawaii? If so can we have access to previously successful bids for these services.

A. The Truancy and In-School Suspension service area is currently provided by OYS, however, the current RFP specifications have been modified from the previous RFP procurement of this service area in 2011.

Information regarding a request to access government records (proposal) may be found at the State of Hawaii, Office of Information Practices website: <http://oip.hawaii.gov/>.

RFP No. HMS 501-14-01, “Community-Based Services for Youth At-Risk” is amended as follows:

Subsection

Page

Section 1, Administrative Overview

No Changes

Section 2, Service Specifications

p. 2B-4 This section is amended to read:

Description of the target population to be served

The target population for the service includes youth ages 10 to 21 years old that are involved, or at high risk for involvement with, the juvenile justice system. This population includes street youth, unsheltered (homeless) youth, out-of-school youth, youth involved with gangs, youth in foster care and group homes, pregnant and parenting teens, gay, lesbian, bisexual, and transgender (GLBT) youth; and/or youth of Marshallese, Micronesian, Samoan, Hawaiian, Filipino and African-American ancestry who may be over-represented within the juvenile justice system.

OYS believes the target population described above shall have opportunities to participate in programs that are the least restrictive and maximizes contact and establishes relationships with youth who are functioning at levels that are considered to be healthy and non-deviant. There is a growing body of research and evidence indicating that grouping youth together that are experiencing similar problems and deviant behaviors may make outcomes worse. Therefore, whenever possible, OYS recommends and supports programs and services that integrates youth from diverse backgrounds and functioning levels to help offset any deviant peer contagion effect that may occur.

Section 3, Proposal Application Instructions

No Changes

Section 4, Proposal Evaluation

III. B. 1. B

p. 4-4 This section is amended to read:

Experience

5

- Demonstrate minimum three (3) years experience delivering services related to request for services.
- Demonstrate experience successfully delivering services for the target population. Document evidence such as awards, certificates, and outcomes.

Section 5, Attachments
No Changes